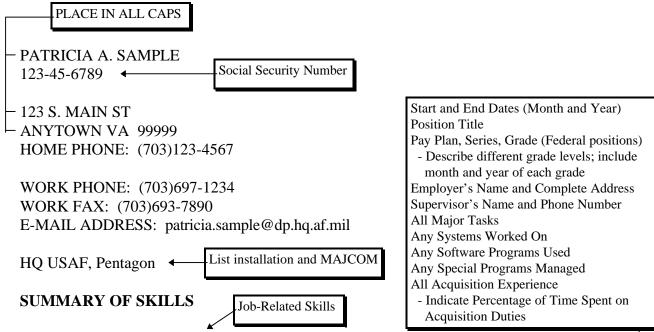
DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM (DLAMP) SAMPLE RESUME FORMAT (NOTE: LIMIT TO 3 PAGES)



Labor Relations Specialist: labor contract negotiations; Employee Relations Specialist: performance management, conduct, and disciplinary actions; Classification and EMR Specialist: classification, EEO, and performance grievances and appeals; Classification and Staffing Specialist: classify and recruit

EXPERIENCE

December 1995 to present; Supervisory Personnel Management Specialist, GS-201-15; HQ USAF/DPC, 1040 Air Force Pentagon, Washington DC 20330; Ms. Josephine Smith, (703)695-6789. Manages a staff that develops Air Force civilian personnel policy for external and internal recruitment processes and procedures. Monitors progress on Congressional Bills, Office of Personnel Management (OPM) regulations, and Executive Order issuances that would affect Air Force external and/or internal recruitment guidance.

July 1992 to December 1995; Personnel Management Specialist, GS-201-14, HQ PACAF/DPC, Hickam AFB HA 99898; Mr. Robert Jones, DSN (315)987-6543. Responsible for Major Command level policies for all Priority Placement issues. Acted as Air Force Overseas Regional Coordinator for all DoD Priority Placement cases in the Pacific Theater. Resolved intra-component cases within the Pacific Theater, and coordinated on inter-theater, inter-zone, and inter-component cases.

EDUCATION

Highest level of education and year; i.e. type of degree, college or university (include city and state), major field of study, hours completed.

Bachelor of Arts, 1972, University of California, Berkeley, CA, Labor Economics, 130 semester hours

Master of Public Administration, 1988, Penn State University, State College, PA, 36 semester hours

SPECIALIZED TRAINING

List any training courses that you have completed and consider valuable and relevant to your career goals. Include dates and length of training.

Alternative Dispute Resolution, Hickam AFB, HA, October 1994, 1 day

Advanced Staffing Seminar, Gunter AFB, Montgomery, AL; April 1989, 2 weeks

DoD Priority Placement Training, Atlanta, GA, December 1988, 3 days

Reduction-In-Force, NISC; completed November 1987

Air Force Pay Setting, NISC, completed August 1987

Basic Staffing, Gunter AFB, Montgomery, AL, May 1986, 2 weeks

Advanced Classification Seminar, Gunter AFB, Montgomery, AL, June 1985, 2 weeks

Basic Classification, Gunter AFB, Montgomery, AL, March 1983, 2 weeks

EEO Complaints, NISC, completed February 1982

Squadron Officer School, Maxwell AFB, Montgomery, AL, July - September 1981, 14 weeks

Basic Employee Relations, Gunter AFB, Montgomery, AL, May 1980, 2 weeks Contract Negotiations, Gunter AFB, Montgomery, AL, October 1975, 1 week Basic Labor Relations, Gunter AFB, Montgomery, AL, June 1974, 2 weeks

LICENSES/CERTIFICATES

Licensed Professional Economist, 1973

AWARDS

List any achievements you would like to mention.

Performance Awards, 1980 - present Exceptional Civilian Service Award, December 1995

PROFESSIONAL ASSOCIATIONS

List any other information (e.g. language proficiencies, professional associations)

International Personnel Managers Association (IPMA), Federal Sector, Washington DC Chapter, 1996 - present; Membership Chair, 1997

List professional licenses and certificates and date certified. Include the state if applicable. Include all Acquisition Professional Development Program (APDP) certification levels attained. For contracting-related positions, state the certification level required

for your current DoD position.